



Pride, Inc.
Pre-ETS Program Fact Sheet

What? Pre-Employment Transition Services, or Pre-ETS, provide students with the tools they need as they prepare to leave high school and transition to employment. Using curriculum that involves lessons, group activities, workshops, community-based learning, and 1:1 instruction, participants develop invaluable skills to become successful members of the working community. The five key components of the Pre-ETS program are: (1) Job Exploration Counseling, (2) Work Readiness Training, (3) Work-Based Learning, (4) Self-Advocacy and Mentoring, and (5) Counseling on Post-Secondary Education. Students can participate in one or more components.

Who? The program is offered to individuals aged 14-22 years who have a disability and who are enrolled in high school or a post-secondary education/certification program. The student may already be connected with the Massachusetts Rehabilitation Commission, or may be “potentially eligible” by having a documented disability and/or a 504 Plan or IEP at their academic institution.

When? Pride offers flexibility with program scheduling. Depending on the availability of each student, Pre-ETS sessions can be held during school, after school hours, during school vacations, and over the summer.

Where? Pride also offers flexibility with program location. Taking into consideration group size, program schedule, transportation options, and geographical convenience, sessions may be held at school, Pride, a local library, a local career center, or another location central to participants.

How? There are two possible ways to connect to Pre-ETS services:

- 1) If the student has already applied to Vocational Rehabilitation services and has been deemed eligible, their assigned MRC or MCB counselor can refer the student to Pride.
- 2) If the student has an IEP, 504 Plan, or a documented disability and is not connected with Vocational Rehabilitation services, the student/family can connect to Pride directly.
 - a. Call Tayla Nogueira, Director of Employment Services at 508-823-7134 ext. 258 or email tnogueira@pride-inc.org to get started and fill out a referral form.
 - b. Once the referral form is completed, Pride will reach out to set up an intake meeting, obtain necessary forms, and create a service plan of Pre-ETS components.

Massachusetts Rehabilitation Commission Pre-Employment Transition Services (Pre-ETS)

What are Pre-ETS?

Pre-ETS programming is available to students aged 14 - 22 with a documented disability who are enrolled in high school or post-secondary education/training.

The goal of Pre-ETS is to help students with disabilities explore, increase awareness, and prepare for post-secondary employment and education options through 5 core services.

Pre-ETS 5 Core Services

				
Job Exploration Counseling	Workplace Readiness Training	Work-based Learning Experiences	Counseling on Post-secondary Education or Training	Self-advocacy and Peer Mentoring
Seminars or workshops on careers and required skills, career ladders, and interest inventory	Development of transferable work skills which may include resume writing, interview skills, and professionalism	Opportunities to job shadow, complete informational interviews, volunteer opportunities, and internships	Counseling and guidance about options upon exiting high school which may include academic or vocational programs	Peer mentoring, development of individual advocacy skills, and rights and responsibilities

Need help deciding if MRC Pre-ETS programming is right for you? Check out our flow chart on the reverse side of this paper!

MRC Pre-ETS programming is available throughout the Commonwealth of Massachusetts. To learn more about MRC Pre-ETS programming contact your local MRC office, speak with your school's MRC liaison, or visit our website at: <https://www.mass.gov/service-details/pre-employment-transition-services-pre-ets-0>



Pre-Employment Transition Services Service Components

PRIDE'S PRE-ETS TIERS	WORK-BASED LEARNING EXPERIENCES	JOB EXPLORATION COUNSELING	WORKPLACE READINESS TRAINING	SELF-ADVOCACY INSTRUCTION	COUNSELING ON POST-SECONDARY EDUCATION
TIER 1 AWARENESS	GUEST SPEAKER(S) JOB SITE TOUR(S)	INTEREST INVENTORIES WHY SHOULD I WORK?	WHAT DOES IT MEAN TO BE "WORK READY?" GROOMING & HYGIENE ATTENDANCE & PUNCTUALITY WORKPLACE ETIQUETTE	UNDERSTANDING MY DISABILITY MY NETWORK OF RESOURCES BASIC MONEY MANAGEMENT	POST-SECONDARY EDUCATION & TRAINING OPTIONS CONTINUING EDUCATION INSTITUTIONS NEAR ME
TIER 2 EXPLORATION	JOB SHADOW(S) INFORMATIONAL INTERVIEW(S)	CAREER ASSESSMENTS WORK VALUES JOB SPECIFIC QUALIFICATIONS	COMMUNICATION & TEAMWORK TIME MANAGEMNET PROBLEM SOLVING "GETTING INTERVIEW READY": HOW TO TALK ABOUT MYSELF	MY RIGHTS & RESPONSIBILITIES DEVELOPING PROFESSIONAL GOALS TRANSPORTATION RESOURCES	TRAINING NEEDED TO REACH MY GOAL ACCESSING COLLEGE APPLICATIONS & ADMISSION INFORMATION FINANCIAL AID RESOURCES
TIER 3 PREPARATION	VOLUNTEER EXPERIENCE PAID INTERNSHIP	LABOR MARKET LESSON CAREER CENTER VISIT RESUMES & COVER LETTERS	JOB APPLICATIONS IDENTIFYING REFERENCES REQUIRED DOCUMENTATION FOR WORK INTERVIEW SKILLS & PRACTICE	NETWORKING & FOLLOWING UP PAYROLL & BANK ACCOUNTS ADA, REASONABLE ACCOMODATIONS, & DISCLOSURE	UNDERSTANDING SCHOOL APPLICATIONS EDUCATIONAL ACCOMODATIONS COLLEGE CAMPUS: NAVIGATION & RESOURCES



PRIDE INC.

Pre-ETS Components Descriptions & Activities

*Service Plan and estimated times can change based on students need and what they are wanting to receive from the services.

Job Exploration Counseling

TIER 1 Why Should I Work? (30 minutes)

- Benefits of work (PowerPoint & discussion)
- Three Reasons People Give For Working (Economic, Psychological, & Social)

TIER 1 Interest Inventories (1 hour)

Determine specific preferences for specific fields or activities.

- Pictorial Interest Inventory
- Career Interest Survey
- O*NET Interest Profiler

TIER 2 Career Assessments (1.5 hours)

To evaluate how personal attributes will impact success and satisfaction with different career options and work environments.

- O*NET Interest Profiler
- My Plan
- Big Five Personality Test
- 16 Personalities Test

TIER 2 Work Values (30 minutes)

Determine beliefs and ideas that are important to the student related to the job or occupation.

- Values & Work Worksheet (internal, external, and everyday life considerations)
- Work Values Inventory

TIER 2 Job Specific Qualifications (1 hour)

After determining potential career interests, student will do research to determine the skills and qualifications needed for these particular careers.

- What individuals in this career/job do
- On the job tasks
- Knowledge, skills, & abilities needed for career/job
- Education

TIER 3 Labor Market Lesson (30 minutes)

The Labor Market Lesson will focus on careers/jobs the student is interested in and determine the following questions based on the current and predicted future labor market where the student resides.

- Are the careers/jobs the student is interested in available in the area they live?
- Is there a demand for the job?
- What do the wages look like?
- Is education necessary?

TIER 3 Career Center Visit or Information (30 minutes)

- What is a career center?
- What resources do they have?
- Creating an account

TIER 3 Resume & Cover Letters (1.5 Hour)

If student has a resume will review and update

- Information needed for a resume
- Fill out a practice resume
- Create a current resume
- What goes on a cover letter?
- Create a cover letter
- How a cover letter changes for each job

Workplace Readiness Training

TIER 1 Grooming & Hygiene (30 minutes)

- What is hygiene and why is it important?
- Professional Attire
- Hygiene Assessment

TIER 1 What Does It Mean To Be “Work Ready?”, Soft & Hard Skills, & Attendance & Punctuality (30 minutes)

- Are you work ready? Career Readiness Questionnaire
- What is the difference between soft and hard skills?
- Top Soft Skills in the Workplace
- Importance of attendance & how to be punctual

TIER 2 Communication & Teamwork (30 minutes)

- Types of Communication
- What is teamwork?
- Benefits of Teamwork
- Skills to Pay the Bills – Team Leadership Scenarios

TIER 2 Time Management & Problem Solving (1 hour)

- Importance of managing your time
- How to manage time and different ways to track time
- How to make a schedule, set reminders, use a calendar
- Conflict Resolution
- Root Causes in Conflict (scenarios)

TIER 2 Getting “Interview Ready”: How to Talk About Myself (30 minutes)

- Self-Awareness
- Identifying personal skills & abilities
- Identifying past experiences

TIER 3 Interview Skills & Practice (1.5 Hour)

- What kinds of questions will they ask at an interview?
- How to respond & top skills to have
- Mock Interview

TIER 3 Job Applications (30 minutes)

- Where to apply to jobs?
- Search Engines
- Mock Applications

TIER 3 Identifying References (30 minutes)

- Who can be a reference?
- What is a reference?
- How to ask someone to be a reference?
- What information will I need from my references?

TIER 3 Required Documentation For Work (30 minutes)

- What information will I need for work?
- Understanding legal documents
- Appropriate questions for employers to ask

Self-Advocacy Instruction

TIER 1 Understanding My Disability (30 minutes)

- I Am Poem
- Accept Yourself
- IEP & Transition Process
- Me Scale

TIER 1 My Network Resources (30 minutes)

- What are resources?
- Individuals in my network that can help in certain situations

TIER 1 Basic Money Management (30 minutes)

- Reflection of values & money
- Money Lingo
- Spending Plan

TIER 2 My Rights & Responsibilities (30 minutes)

- Wants vs. Needs
- What are rights & responsibilities? Examples and questions
- Self-Awareness & Self-Advocacy

TIER 2 Transportation Resources (30 minutes)

- Different forms of transportation
- How to navigate the bus
- How to get permit & license

TIER 2 Developing Professional Goals (30 minutes)

- S.M.A.R.T Goals
- What do I want to do after high school?
- Long term & Short Term Goals

TIER 3 Networking & Following Up (30 minutes)

- How to leave a position professionally, when moving on to other opportunities
- The power of social media (LinkedIn)
- Social Media Do's & Don'ts
- Thank you letters after an Interview (what to say and who to send it to)

TIER 3 ADA, Reasonable Accommodations, & Disclosure (30 hour)

- Understanding ADA and legislation for individuals with disabilities
- Right to disclose or not disclose about your disability
- What accommodations do I receive at school?
- Will I need accommodations at work?

TIER 3 Payroll & Bank Accounts (30 minutes)

- What is a bank account & why do I need one?
- Benefits of bank accounts
- How to set up a bank account
- Debit & Credit Cards
- Direct Deposit
- Pay Stubs

Counseling on Post-Secondary Education

TIER 1 Post-Secondary Education & Training Options (1 hours)

Based off the students career/job interests, research will be done on programs that align with students career goal. Training programs, four year colleges, vocational institutions, community colleges.

TIER 1 Continuing Education Institutions Near Me (30 minutes)

Research will be conducted on training programs, community colleges, and post-secondary education programs in the area that the students' lives and based off of their future goals

TIER 2 Training Needed to Reach My Goal (1 hour)

- Does the career that the student is interested in pursuing require training?
- How much training is needed?
- How long will it take to reach the beginnings of my career goal?
- Are there different avenues in order to reach my career goal?

TIER 2 Accessing College Applications & Admission Information (30 minutes)

- How to find school applications
- Where to find school admissions information
- What the Admissions page includes

TIER 2 Financial Aid Resources (30 minutes)

- FAFSA (The Free Application for Federal Student Aid)
- Scholarships
- Award Packages (how they change for each school)

TIER 3 Educational Accommodations (30 minutes)

- Disability Services
- How to advocate for accommodations in post-secondary education
- Differences in accommodations from secondary-education

TIER 3 Understanding School Applications (1 hour)

- Information needed to complete applications
- Application Fees
- Application Deadlines

TIER 3 College Campus: Navigation and Resources (1.5 hours)

- Tour of College (if student has narrowed down where they would like to attend)
- Resources available at the college
- Extracurricular Activities

Work-Based Learning Experiences

WBLEs are determined by students readiness and skills. Determined individually per student
WBLEs are based on students personal interests and goals

TIER 1 Guest Speakers

TIER 1 Job Site Tour

TIER 2 Job Shadow

TIER 2 Informational Interviews

TIER 3 Volunteer Experience

TIER 3 Internship